

**CITY OF JEANNETTE
WESTMORELAND COUNTY, PENNSYLVANIA**

RESOLUTION NO. 04 of 2022

DECLARING THE INTENT OF THE CITY OF JEANNETTE TO DISPOSE OF CERTAIN MUNICIPAL RECORDS IN CONFORMITY WITH PRIOR CITY RESOLUTIONS AND THE MUNICIPAL RECORDS MANUAL.

WHEREAS, by virtue of the resolution passed this same date, the City of Jeannette declared its intent to follow the schedules and procedures for disposition of records as set forth in the Municipal Records Manual approved by the Local Government Records Committee on December 16, 2008, as amended on July 23, 2009, and March 28, 2019; and

WHEREAS, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution of the governing body of the municipality;

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Council of the City of Jeannette, Westmoreland County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

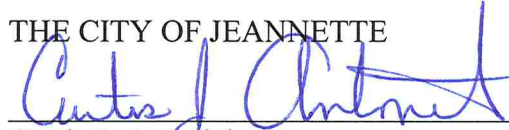
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|----------------------------|---|
| Location | Basement Filing Areas at Jeannette City Hall, 110 Second Street, Jeannette, Pennsylvania |
| Department | Department of Accounts and Finances |
| Title(s) or Name(s) | Payrolls timesheets; police timesheets and schedules; police court cards for overtime; utility invoices and payments; account daily ledgers; police vacation overtime cards; payroll earning records; Recreation Commission receipts; Recreation Commission deposit slips; Recreation Commission personal binders; public works pay records; quarterly financial reports; Recreation Commission ledgers; paid bills and invoices and statements; Recreation Commission meeting minutes copies; Recreation Commission correspondence and letters; Recreation candy invoice statements; Recreation Commission invoices; Recreation Commission ledgers and invoices; Recreation Commission bills; Recreation Commission payroll records; bank statements; Recreation Commission project records; Recreation Commission payroll and quarterly reports; Recreation Commission timesheets; Recreation Commission bills paid; monthly garbage bill reports; monthly garbage bills; real estate tax book; bills paid reports; garbage bill receipts; paid invoices and bills. |
| Date(s) | 1978-2013 (as shown on Exhibit A, attached hereto and incorporated herein) |
| Description | Various City financial, payroll, payment, invoice, and billing records and Recreation Commission documents and extra copies |

| | |
|-----------------------|--|
| Classification | PL-14 (3 years); FN-2 (7 years); PL-5 (7 years); FN-13 (7 years); PL-12 (4 years); FN-9 (7 years); FN-3 (7 years); TA-1 (2 years); AL-1 (as long as administratively valuable) |
|-----------------------|--|

- See Exhibit A, attached hereto and incorporated herein.

RESOLVED, ENACTED, AND ADOPTED at a meeting of the City Council of the City of Jeannette held on the 10th day of February, 2022.

THE CITY OF JEANNETTE



Curtis J. Antoniak

Mayor and President of Council

ATTEST:



Nathan Benjamin Jay Bish
City Clerk

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|-------|-----|------------|--|
| PLB14 | 1. | 2008-2005 | Payroll timesheets / Records. |
| PLB14 | 2. | 2007-2008 | Police time sheets / schedules |
| PLB14 | 2. | 2005, 2007 | Police court cards for quarters |
| PLB14 | 3. | 2009 | " " |
| FNA | 4. | 1978-1979 | utility invoices / Payments |
| FNA | 5. | 1987-1989 | Account Daily ledgers. |
| PLS | 6. | 2006 | Police vacation overtime cards |
| PLS | 7. | 1974 | Payroll Earning Records. |
| FNA | 8 | 1974 | Rec Commission Receipts. |
| FNA | 9 | | Rec commission deposit slips |
| FNA | 10 | 1991 | Rec commission personal binders |
| PLS | 11. | 2012 | Public Works pay record |
| PLB | 12. | 2012 | Quarterly Reports |
| FNA | 13. | 1978 | Rec commission ledger |
| FNA | 14. | 1995 | Bills paid |
| FNA | 15 | 1996 | Bill statements |
| ALI | 16. | 1996 | Rec commission meeting minutes copies (copy retained) |
| ALI | 17 | 1996 | Rec commission ^{correspondence:} contracts & letters |
| FNA | 18 | 1995 | Rec candy statements. |
| FNA | 19 | 1996 | Rec commission Invoices |
| FNA | 20. | 1980 | Invoices Rec commission |
| FNA | 21. | 1977 | Rec commission ledger + Invoices |
| FNA | 22. | 1987 | " " |
| FNA | 23. | 1976 | " " |
| FNA | 24 | 1975 | " " |
| FNA | 25. | 1974 | Bills paid Rec commission |
| FNA | 26 | 1984 | Rec comm ledger + bills paid |
| FNA | 27. | 1995 | " " |
| PLS | 28. | 1978 | Rec commission payroll records |
| PLS | 29. | 1994 | Payroll Earning records. |
| FNA | 30 | 1994 | Bank Statements |
| ALI | 31 | | Rec commission 1980-1985 Projects |
| P-12. | 32. | | Rec 1996 payroll, 1996 quarterly reports |
| PLB | 33 | 1985 | Rec. Comm. Time sheets |

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|-----|-----|------|-------------|-----------------------|
| FN2 | 37. | 1977 | Rec comm | Bills Paid |
| FN3 | 38. | 2013 | MONTHLY | Garbage bills reports |
| FN3 | 39 | 2013 | Commercial | Garbage bill reports |
| FA1 | 40 | 2013 | real estate | tax book |
| FN2 | 41 | 2012 | Bill Paid | report. |
| FN3 | 42 | 2009 | Garbage | Bill receipts |
| FN3 | 43 | 2010 | Garbage | Bill receipts |
| FN3 | 44 | 2012 | Garbage | Bill receipts |
| FN3 | 45 | 2009 | Garbage | BILLS |
| FN2 | 46 | 2006 | Invoices | paid. |
| FN2 | 47 | 2009 | (w-2 | Bills paid) |